

July 15, 2010

The Board of Commissioners held its regular meeting on Thursday, July 15, 2010 in the Wilfrid Manor Community Room – at 5:00 PM for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of June 16, 2010**
- 4. Public Comment/Resident Concerns**
- 5. Service Contract – Police Services**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 8. Resolution**
 - Procurement Policy**
- 9. Job Descriptions – Discussion/Approval**
- 10. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**
 - Approval of Past Executive Session Minutes**
 - Personnel Concerns**

11. Any new business to come before the Board

12. Adjournment

The meeting was called to order at 5:15pm by Chairman, Milad Shabo.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Milad Shabo, Chairman	Sean Joyce,
Section 8/Housing Inspector	
Gladys Burns, Vice Chairperson	
Cornelius Flynn, Commissioner	
Alice Bociek, Commissioner	
Julio Castillo, Commissioner	
Tina Sullivan, Executive Director of Central Falls Housing Authority	
Bill Aunchman, Maintenance Supervisor	
Raymond Marcaccio, Legal Council	
Paula Llera-Delgado, Administrative Assistant	
Pete DeRoy, Maintenance	
Sue Levasseur, Public Housing Clerk	
Moe Brousseau, Modernization Coordinator/Section 8 Leasing & Occupancy	

Present (Continued)

Aimee Tortolano, Resident Service Coordinator

Ron Bachand, Public Housing Manager

Bridgett Duquette, Finance Manager

Minutes to Prior Meeting of June 16, 2010

Chairperson Shabo asked for comments or concerns pertaining to the previous meeting minutes. Being no questions Chairperson, Burns made a motion to accept the minutes as written. A second to the motion was made by Commissioner Bociek, and passed by all present.

Public Comment/Resident Concerns

Residents from Wilfrid and Forand Manor made a presents at the meeting to express some thoughts, and concerns. Mary Ross apartment #511 shared a letter that was written by her stating, and retrieving feedback from the residents, the acknowledgment towards the current staff of CFHA, and what a tremendous job they have done throughout the past year. She was very happy with the range of services that were provided to herself and the tenants from Aimee Tortolano Maintenance and the Executive Director, and also all her outreach to different services made available to all the tenants.

Kathy Fonseca apartment #311 asked the status of the VFW Post, and

wants to know how to become a Commissioner on the Board. Commissioner Castillio commented on the question and stated that the housing Authority is now receiving rent for the parking lot, and only should be there a month or so. Commissioner Castillio also stated that the land and the building are not going to be sold; the Housing Authority is going to maintain the property.

Chairman Shabo commented on the question of becoming a board member, and stated members are usually appointed by the Mayor of the City, and that he's here to represent the Tenants of the Manors, not as a public/political official. Chairperson Burns states board members terms normally run for 5years. Executive Director took upon to introduce all board members, and affiliates to the residents/tenants.

Tenant from Forand Manor Terry Cartier apartment #A74 complained about the \$35.00 dollar lock-out fee for the residents was too high; she felt that \$15.00 dollars was a fair price. She asked if there was anything that the Authority could do with the fee. Commissioner Castillio commented that the housing Authority could possibly look into a 1st, 2nd, 3rd time fee structure for the tenants, for example 1st being \$15, 2nd being \$25, and the 3rd being what it costs now \$35. Executive Director Sullivan stated that lock out for maintenance on overtime could be very costly to the authority, and she's going to verify if this would be feasible for the housing to put in a fee structure. Rita Manley Apt. #211 disagrees; she doesn't think the fee

structure should be changed. Mrs. Manley stated that the tenants receive 2 keys at the time of move in; they should give one to a reliable person and should be able to manage a key themselves.

Jack Mathieu Apt #318 complained about furniture pick up, and why can't tenants have furniture picked up anytime. Executive Director Sullivan stated that there is a fee for those services from the city. The City has 2 days a year for furniture pickup. Commissioner Castillio commented on the furniture pickup, and stated that if the housing was going to have to pay a fee it would have to be passed on to the tenant involved.

Mike Riley Apartment # 608 was and is concerned on why there hasn't been police/security presents in the building, and if they are there they don't stay long nor do their job. Tenant Riley also commented on lots of late night visitors coming and going all the time, and no logs to sign into. Commissioner Castillo asked the Executive Director what the policy was for the security log for visitors. Executive Director Sullivan stated the log should be maintained on the weekends only. The Executive Director will address this situation with the security company. He continued by stating that the tenants that have visitors with minor children that they're not supervised, and roaming around, playing on the swings. Executive Director Sullivan stated over and over again to the tenants that they should not let people in the authority and they should bring concerns to the staff's attention, preferably Ron or Sue so that issues can be addressed.

Mike Riley asked about the New Generators. Bill Aunchman explained the new generator system, and how it would operate in case of an emergency, basically would maintain all the tenants for a safe environment, and also serve as a shelter in the community room.

Stella Sweet apartment # 303 stated that the housing authority has enough money from grants, and is requesting that the Authority put in poles at each parking space with signs that have their parking space on it rather than just having it on the ground/asphalt. The Executive Director commented why the authority has not installed poles after several requests, due to the winter months when snow removal is a must. The poles would be in the way for the plow truck, and would be very costly to the authority to have maintenance get out and shovel every space due to the poles, and also if the poles were damaged by the plow due to snow, the metal poles could get costly as well.

Chairman Shabo thanked all the residents that showed for the meeting and appreciated all the issues and concerns.

Police Services/Security

Colonel Moran wanted to present to the board his concerns in not being notified of the last Board meeting when the Board discussed the Police Contract, and security services. Colonel Moran stated his

concerns in cancelation of the current police contract, and also his interest in maintaining the police Security Services during the week days at both of the Manors Wilfrid and Forand. Executive Director Sullivan addressed this situation immediately with HUD and has set up a conference call with Chairman Shabo for next week. Chairman Shabo will call Colonel Moran to give him a status of HUD's decision of the current contract.

Executive Summary

Chairperson Shabo asked for comments or concerns pertaining to the Executive Summary report provided to the Board and asked the Executive Director for her comments.

There being no questions Vice Chairperson Burns made a motion to accept the Executive Summary as written. A second to the motion was made by Commissioner Castillo and passed by all present.

Consent Agenda

Chairman Shabo asked for comments or concerns pertaining to the Consent Agenda provided to the Board in their packets.

There being no questions Commissioner Castillo made a motion to accept the Executive Summary as written. A second to the motion

was made by Commissioner Bociek and passed by all present.

Resolution/Procurement Policy

Executive Director Sullivan provided the board with 3 additions which pertain to the ARRA Stimulus Grant; this Procurement Policy was approved and passed last year. HUD requested that we amend the policy by adding the information to the Procurement Policy. Commissioner, Castillio made a motion to amend the policy, which was seconded by Chairperson Burns and passed by all present.

Job Descriptions

Executive Director Sullivan provided the board members with a copy of the job descriptions for all employees. Commissioner Castillo asked if they were in Compliance, and if any changes were made, and if so were employees notified. Executive Director Sullivan stated that they're all in Compliance, and that all department supervisors were provided a copy of the job descriptions for their department, and they were to review with each employee. There being no further questions Chairperson Burns made a motion to approve, seconded by Commissioner Castillo and passed by all present.

Executive Session

The Board of Commissioners went into Executive Session at the July

15, 2010 meeting at 6:55pm.

Chairman Shabo requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:55pm. A motion was made by Commissioner Flynn, and second by Commissioner Castillo.

A motion was made by Vice Chairperson Burns to come out of Executive Session at 7:44pm. This motion was seconded by Commissioner Bociek and passed by all present.

New Business

There was no new business to go before the Board of Commissioners, a motion was made by

There being no further business to come before the board, a motion was made by Commissioner Castillio and seconded by Commissioner Flynn, to adjourn the meeting at 7:45 pm. The motion was carried by all.